



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. EP-SWM 1		Date Received NOV 19 1973	Application No. 73-586 Date Completed DEC 17 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division, Solid Waste Mgt. section 535 Milam Avenue, S.W. Atlanta, Georgia 30315		4. Person to Contact Moses N. McCall, III	5. Working Title Chief, SWMS.
		6. Tel. No. 656-2833, 2836	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series Oct. 1966 - date	9. Exact Series Title COUNTY LANDFILL FILE
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10. What is the function of the office in which this record series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the State's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of Water Quality Control, Water Supply, Air Quality Control, Solid Waste Management, and Land Reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  
Documents relating to: compliance with State Law and Rules and Regulations of landfill operations for waste disposal.

Included are: Form EH4, 14-5 Inspection record; trip reports; evaluation reports; correspondence pertaining to particular sites; pictures; printed material related to specific sites; 8 1/2 x 11 maps and blueprint copies; activity reports; and other related technical documents.

Arranged: alphabetically by county and thereunder alphabetically by landfill location.

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
	Letter-size File Drawers					25
	Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
					32	
	Shelving	32 linear ft.	25		This Year's	Last Year's
				AVERAGE DAILY REFERENCES	75 (for landfills being constructed)	Preceding Year's
						All Prior Years

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency?  
(some sections of file are in regional offices at Albany, Brunswick, Macon) [X] [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [X]
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures?  
(Files are an integral part of the law enforcement and inspection function of agency) [x] [ ]
18. Could the function be performed if the files were lost or destroyed?  
(Landfills could not be approved or standards enforced without these files) [ ] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? (see below) [X] [ ]

24. REQUIREMENTS. The following requires the files to be kept Permanently years:

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

This file series has a primary law enforcement function and is specifically used to check if landfill operations are in compliance with the provisions of the Georgia Solid Waste Management Act (Ga. Laws 1972, p. 1002). Agency attorneys refer to the files for legal documentation in court cases.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER (see below), then:

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.

Central Office file: When landfill is completed, place in inactive file, cut off inactive file at end of calendar year, hold in current files area one year, transfer to Archives for permanent retention.

Field Office file: When landfill is completed, place in inactive file, cut inactive file at end of calendar year, hold in current files area one year, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John Dean</i>	Date 11/19/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>William M. Dyer</i>	11/14/73
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>William M. Dyer</i>	12-13-73
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Carroll Hart</i>	12-13-73
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>Robert Sheel</i>	12-14-73

STATE RECORDS  
COMMITTEE

Dec 11<sup>th</sup>  
John Dunn 25  
the power  
December 10, 1973

Memorandum

to: John Dunn, State Records Management Officer

from: Harmon Smith, State Records Section

about: Disposition schedule on "County Landfill File"

Dear John:

Today John Hearn and I went out to talk to Mr. Bill Graff in the Solid Waste Management Section of the Natural Resources Department about the County Landfill File.

To refresh your memory, we were concerned that this series would add 25 cubic feet per year to Archives as permanent records. Their lawyers claimed that the entire 25 feet was needed permanently for legal purposes. My original purpose was to try to trim down the amount needed for permanent legal and administrative uses. This is what I found out:

(1) The 25 cubic feet annual accumulation is an inflated figure. The files are in loose-leaf notebook binders on shelves. The 25 feet measurement came by measuring the length of the shelves. If they were to take the paperwork out of the binders and put them into file folders in a file cabinet the total accumulation to date would probably not be more than 6 or 8 cubic feet. (In sending to Archives they will remove the paperwork from the binders in this way.)

(2) There is no practicable way to purge particular parts of the file and keep others for a given landfill file. Any given landfill file is equal to a file folder (if it were removed from the notebook). The volume, however, is so small that I don't think we need worry about keeping chaff along with the wheat.

(3) The 25 feet annual accumulation also includes a ~~complete~~ duplicate filed in field offices in three South Georgia cities for all landfills in South Georgia.

I recommend that item 25 on the schedule be changed to read:

[X] Other (Specify):

Central Office file: When landfill is completed, place in inactive file, cut off inactive file at end of calendar year, hold in current files area one year, transfer to Archives for permanent retention.

Field Office file: When landfill is completed, place in inactive file, cut inactive file at end of calendar year, hold in current files area one year, then ~~destroy~~.

continued

Harmon Smith to John Dunn, 12-10-73-----page 2

I have talked this proposal over with John Hearn and Mr. Graff. They agree with it.

scheduled

Also, I pointed out to them that you might want to work into the plan some means whereby the active files were systematically ~~purged~~ - particularly if a particular landfill were to continue for an extended period and gradually accumulated quite a lot of paperwork. Mr. Graff assured me that no landfill would be active more than six to ten years and that the paperwork would never accumulate to more than a single binder or folder.

*Harmon*  
Harmon